

[illegible]

Name and Address of Vendor: LANGUAGE TRAINING CENTER INC
5750 CASTLE CREEK PKWY STE 487
INDIANAPOLIS IN 46250

In accordance with your bid, submitted in response to the above referenced solicitation, the Vendor agrees that the Indiana Department of Administration, Procurement Division, has the option to purchase the items listed below under the terms of this agreement.

The Vendor agrees to charge these prices for any products ordered on any QPA release received after the expiration of the QPA but issued prior to the expiration date. The quantity listed herein is an estimate of the requirements. The state may order substantially more or substantially less pursuant to the terms of this agreement.

Orders are to be delivered only upon receipt of properly approved Quantity Purchase Award Release.

Line Number	Quantity	UNIT	Article and Description	Unit Price
			<p>This is an award of a Quantity Purchase Agreement for in-person interpretive services. QPA can be mutually renewed yearly for three additional years. The vendor agrees to charge these prices for any products ordered on any QPA release received after the expiration date, but issued prior to the expiration date, and postmarked no later than 14 business days after the QPA's expiration date. Quantities are estimates and could be more or less.</p> <p>To request services from this vendor and/or discuss items related to billing/invoicing, please contact Josh Ehr Gott at 317-578-4577 or jehrgott@languagetrainingcenter.com.</p> <p>Please note the following contract details::</p> <ul style="list-style-type: none"> - After hours pricing is in effect during any state-observed holiday, weekends (beginning after p.m. Friday until 8 a.m. the following Monday) and between 6 p.m. and 8 a.m. Monday through Friday. - There is a two-hour minimum for all in-person American Sign Language interpretation appointments, including after hours. There is a one-hour minimum for all other in-person interpretation appointments, including after hours. There are no minimums for video remote interpreting (VRI) services, through which ASL and most commonly requested languages are offered. - Per-minute pricing for VRI and over-the-phone appointment assistance may be rounded to the nearest half minute. - All ASL interpreters will hold an Indiana Interpreter Certification, and all ASL interpreters providing services at the Indiana School for the Deaf will also hold a Registry of Interpreters for the Deaf (RID) certification. The same qualifications apply to VRI services. - For all billable time after the applicable minimums (two hours for ASL and one hour for all other in-person interpreters), the State will be billed at the appropriate hourly rate in 15-minutes increments, rounded to the nearest 15 minutes. <p>In the event an interpreter is required to appear in court to testify as a witness and the State agency serviced has provided prior approval, the Contractor may only invoice for the amount of time the interpreter was required to appear. However, in the case of ASL interpreters, the Contractor may invoice for the two-hour minimum, plus any additional time beyond two hours during which the interpreter was required to appear.</p> <p>With prior State approval, the Contractor may bill for all mileage (to and from the destination) for all assignments within 50 miles (one way) of the interpreter's starting point. For appointments more than 50 miles away, the Contractor may bill for travel time at the applicable hourly rate, in 15-minute increments, rounding to the nearest 15 minutes. Travel time will not count towards per-appointment minimums.</p> <ul style="list-style-type: none"> - VRI services are available on demand, 24/7. These services are Web-based and require only a high-speed Internet connection, webcam and computer. This is not yet available on mobile devices but will be sometime in 2015. Please use the same contact information provided above to request these services. - For in-person interpretation services, both the State and the interpreter shall sign a timesheet attesting to the length of the provided service or any cancellation. The interpreter shall provide the State a copy of the timesheet prior to the interpreter's departure. 	

Qty Purchase Agreement QPA Number	Page
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Requisition Nbr.: In-person interpretive service	
Effective Date:	12/01/2014
Expiration Date:	11/30/2016
Agency Number:	
Facility:	ASA-14-69
Vendor ID:	0000055476
Vendor Telephone Nbr:	
Name Of Contact Pers:	
Contact Email:	
FAX Number:	

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Line Number	Quantity	UNIT	Article and Description	Unit Price
			<p>- The Contractor may bill for two hours for an ASL appointment cancelled less than 48 hours prior to the appointment time, assuming the appointment was made more than two days in advance. If the appointment was made less than 48 hours in advance but greater than 24 hours in advance, at least 24 hours notice must be given to avoid this charge. This does not apply to unforeseen closures to State offices (e.g. weather-related closures).</p> <p>- The Contractor may bill for one hour for all non-ASL in-person appointments cancelled 24 hours prior to the appointment time. This does not apply to unforeseen closures to State offices (e.g. weather-related closures).</p>	
1	99,999,999.00	MHR000000000100115540	Interpretation In Person Spanish	38.0000
2	99,999,999.00	MHR000000000100115541	Interpretation In Person nonSpanish	50.0000
3	99,999,999.00	MHR000000000100115545	Interpretation In Person American Sign Language	48.0000
4	99,999,999.00	MHR000000000100230660	Afer-hours in-person interpretive services. Spanish. Defined as weekends, holidays or any time between 6 p.m. - 8 a.m., M-F. One hour minimum.	50.0000
5	99,999,999.00	MHR000000000100230661	Afer-hours in-person interpretive services. Non-Spanish. Does not include ASL. Defined as weekends, holidays or any time between 6 p.m. - 8 a.m., M-F. One hour minimum.	55.0000
6	99,999,999.00	MHR000000000100230662	Afer-hours in-person interpretive services. ASL. Defined as weekends, holidays or any time between 6 p.m. - 8 a.m., M-F. Two hour minimum.	48.0000
7	99,999,999.00	EA 000000000100230657	Over-the-phone interpreter scheduling assistance - Spanish. Per minute. No minimum.	0.9900
8	99,999,999.00	EA 000000000100230658	Over-the-phone interpreter scheduling assistance - Non-Spanish. Per minute. No minimum.	0.9900
9	99,999,999.00	EA 000000000100230659	Video Remote Interpreting (VRI). All languages. Per minute. No minimum.	2.9500
10	99,999,999.00	EA 000000000100173932	Mileage, Automobile	0.4400

The following UN/CEFACT Unit of Measure
Common Codes are used in this document:

EA	Each
MHR	Hour

Signature of Purchasing Officer	Typed Name	Signature Of Approval Office Of the State Attorney General	
	Date Signed	Typed Name	Date Signed
Authorized Signature	Indiana Department Of Administration Procurement Division 402 West Washington Street, Rm W468 Indianapolis, Indiana 46204 Telephone: (317) 232-3150		